

**Central Iowa Community Services Regional Board Meeting Minutes**  
**April 23, 2020**  
**Electronic Meeting Via Zoom**

**Board Members Present:** Madison-Phil Clifton, Marshall-Bill Patten, Story-Lisa Heddens, Boone-Chad Behn, Hamilton-Doug Bailey, Greene-Dawn Rudolph, Poweshiek-Diana Dawley, Jasper-Brandon Talsma, Hardin-BJ Hoffman, Adult Advisory Committee Representatives Julie Smith and JD Deambra, and, Children’s Advisory Committee Representatives Robin Maas and Krystina Engle.

**Counties/Members Absent:** Warren-Aaron DeKock, Franklin-Mike Nolte, Children’s Advisory Comm. Rep. Allie Wulfekuhle.

**Administrative Team Present:** Jody Eaton, Jill Eaton, Linn Adams, Karla Webb, Patti Treibel-Leeds, Betsy Stursma, Russell Wood. Absent: John Grush.

**Others Present:** Sandra King, Deb Schildroth, and Andrew Allen.

Chair Patten called the meeting to order. There were no public comments.

**Agenda and Minutes.** Patten asked for an addition to the agenda under Operations to add the Brain Injury Association FY 21 Agreement. Rudolph moved, Talsma seconded to approve the agenda as revised. All voted aye. Heddens moved, Dawley seconded to approve the minutes of the February 27, 2020 meeting. All voted aye.

**Administration**

**Conflict of Interest.** Jody Eaton reviewed the potential conflicts on the agenda. With several provider agreements members were reminded to report any conflicts and abstain from voting on the conflictual item. She clarified that the conflict can be financial or personal.

**Management Plan Items.** Jody Eaton shared that the Children’s Implementation Plan submitted was accepted by DHS with no changes.

- **ASBP.** Webb briefly reviewed the content and sections of the FY 21 Annual Service and Budget Plan. The deadline for submission was delayed due to COVID. Webb clarified that the budget contained is the same as that approved by the Board for FY 21 in January. Hoffman moved, Talsma seconded to approve the ASBP as presented. All voted aye.
- **Policies and Procedures.** Stursma reviewed the proposed changes in the Management Plan as contained on the summary document sent out with the meeting agenda. She asked that the following items be added:
  - Pg. 5, Organizational Structure, to add “or an unelected employee of the county...” as a requirement for Board members,
  - Pg. 17, to clarify that the reference is from Iowa Administrative Code Chapter 441,
  - Pg. 32, to add to the Assessments & Evaluations section of the Service Matrix to explain the separate access standard for the psychiatric/psychological assessments vs. the functional assessments.

Dawley moved, Talsma seconded to approve the Plan with both the summary changes and the additional revisions discussed. All voted aye. The Plan will be sent in for review of DHS and the MHDS Commission for approval.

**Hardin County SOU.** Adams explained that the SOU is for a .75 FTE Administrative Support staff person that replaced a staff person that was a 1.0 FTE. Heddens moved, Deambra seconded to approve the SOU for Michelle Lauchner. All voted aye.

**ASSET Recommendation.** Jody Eaton reviewed the history of CICS's involvement with ASSET of Story County from the summary that was sent with agenda. The Administrative Team recommended to the Board to withdraw as a "funder" from the ASSET process beginning July 1, 2020. She also reported that a letter from ASSET was considered but the Administrative Team still recommended approval of the original date to withdraw (7/1/20). Heddens and Schildroth spoke regarding the request for reconsideration that was submitted. Talsma moved, Dawley seconded to approve the recommendation of the Administrative Team and to withdraw from ASSET beginning July 1, 2020. Motion carried.

### **Finance**

**Claims.** Clifton moved, Hoffman seconded to approve the reports of CICS claims paid on March 10, 2020, totaling \$149,924.25, March 24, 2020, totaling \$526,786.86, April 7, 2020, totaling \$182,533.96, and March 21, 2020, totaling \$339,930.70. All voted aye.

**Expenditure Reports.** Jill Eaton reviewed the February and March reports. Total expenditures for FY 20 as of March 31, 2020, were \$8,741,661.68.

### **Planning**

**Request for Proposal for Subacute Services.** Wood reviewed legislation requiring each region to have additional access to crisis services by July, 2021, including subacute services, and a proposed RFP. CICS currently has no subacute services located in the region. Responses from the RFP will help determine the interest of providers in CICS in providing this service. All proposals received will be reviewed, however, CICS will not be bound to accept any. Bailey moved, Heddens seconded to approve sending out the RFP. All voted aye.

### **Operations**

**FY 20 Provider Agreements and Amendment.** Talsma moved, Behn seconded to approve an amendment with Region 6 Resource Partners for a transportation rate change and new FY 20 agreements with New Beginnings and Hansen Family Hospital. All voted aye.

**FY 21 Provider Agreements.** Webb reviewed the criteria used for developing FY 21 contracts. Dawley moved, Heddens seconded to approve the following FY 21 agreements: Arc of Story County; Access, Inc.; Abbe Center; Premier Payee; Pamela Caviness, LISW, ASW, Inc.; Integrated Treatment Services, LLC; and Brain Injury Association of Iowa. All voted aye. Behn moved, Talsma seconded to approve the FY 21 agreement with Friendship Ark, Inc. Heddens abstained and all others voted aye.

**Adjournment/Next Meeting.** The Chair adjourned the meeting. Next meeting will be May 28, 2020, at 1:00. It will be scheduled as an electronic meeting with hopes it can be in person.

Minutes respectfully submitted by Linn Adams.

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Linn Adams, Recording Secretary

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Bill Patten, Board Chair